

## **Coordinator, Recruitment and Hiring (Talent Acquisition)**

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [\*Strategic Call to Action\*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

### **DESCRIPTION**

Under the direction of the Executive Director of Human Resources, the Coordinator Recruitment and Hiring will oversee and facilitate administrative management recruitment and hiring. The Coordinator will assist the Executive Director with planning, organizing, and directing the activities of the Recruitment & Hiring Teams comprised of three teams: Educator, Support, and Temporary Specialist/HR Technical Assistants and partners with the Coordinator, Employee Credentialing to ensure certification requirements are met. Oversees the planning, design, and implementation of a comprehensive talent acquisition strategy. Ensures that the office's operations support the system-wide goals and priorities identified in the Strategic Call to Action. The Coordinator is instrumental in supporting our growth and continued expansion.

**The charge:** To lead the Recruitment and Talent Acquisition Team in upholding the Strategic Call to Action recruit and hire exceptional talent efficiently and expeditiously while providing an unforgettable hiring experience.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Provides leadership and supervision for personnel responsible for talent acquisition, of teachers, support professionals, and substitute and temporary positions.
- Ability to create and maintain a positive work environment by exhibiting high performance expectations, and a commitment to professional growth and continuous program improvement.
- Develops and implements overall departmental strategies, goals, and objectives. Collaborates with and supports personnel assigned to schools, other offices, departments, and non-school agencies to accomplish the department's mission.
- Represents the Division of Human Resources at Board of Education meetings, community meetings, and related events. Speaks before school, community, and government organizations concerning departmental matters.
- Provides leadership and direction in the planning, development, and implementation of a systematic, data and results driven talent acquisition program rooted in best practices. Prepares and provides oversight of recruitment budgets.
- Provides leadership and direction in the planning, development, and implementation of a variety of talent acquisition strategies, both traditional and technological, to ensure a steady pipeline of high-quality talent to meet the system's needs.

- Provides leadership and direction in the planning, development and implementation of an automated position management and control system. Directs the allocation of positions to schools and offices.
- Provides leadership and direction in the administration of the classification and compensation plans to ensure the appropriate classification of positions, equitable compensation of employees, and the recruitment of qualified applicants.
- Partners with the Coordinator, Position Control, Staffing and Employee Credentialing in the planning, development, and implementation of the certification and licensure requirements, including professional certifications for teachers and licenses for positions.
- Provides leadership and direction in the planning, development, and implementation of performance objectives and metrics that demonstrate the effective recruitment management, time-to-fill methodologies/reporting, niche sourcing and talent acquisition plans. Analyzes data and customer feedback to determine program improvements.
- Provides leadership and direction in the planning, development and implementation of an employment branding strategy that differentiates the system as an employer of choice and inspires candidates to public service.
- Collaborates and partners with system leadership in the planning, development and implementation of a comprehensive retention program that incentivizes highly talented employees and motivates all staff to contribute at their highest levels of ability.
- Ensures that talent acquisition and management practices are compliant with all applicable federal, state, and local laws, BoE policies, superintendent's SCTA, and negotiated agreements. Reviews applicable BoE policies and superintendent's rules and makes recommendations for revisions.
- Thorough knowledge of local, state, and federal laws, rules, and regulations related to the recruitment and selection of all employees that impact the overall management of the school system.
- Directs the resolution of employee and management complaints related to employment processes, practices, and changes. Collaborates with staff relations regarding master agreement negotiations and provides advice and guidance on matters related to changes of personnel status
- Works collaboratively with the Executive Director and Coordinator, Position Control and Employee Credentialing to ensure human resources processes and procedures for position management, classification, and certification are being met with fidelity.
- Manages the performance of professional personnel. Provides opportunities for professional development and coordinates collaboration between various HR offices. Prepares and reviews correspondence and reports pertaining to office matters.

- Develops and executes new and progressive recruiting models, methodologies, and strategies, as well as establishing time-to-fill reporting structures.
- Effectively uses data to monitor progress toward achieving organizational effectiveness and system wide goals. Oversees development and interpretation of robust analytics, regularly shares metrics to demonstrate progress toward recruiting goals.
- Devises and develops branding and recruiting strategies to amplify the “**Employer of Choice**” strategy for outreach, networking, marketing, and relationship-building.; and uses technology to improve efficiency and effectiveness of all hiring processes
- Partners and collaborates with community organizations and associations to promote and support the continued development of diversity, equity, and inclusion in hiring and retention to enhance employment branding, outreach, networking, and connections in building candidate pools.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

### **MINIMUM QUALIFICATIONS**

**Applicants must meet the criteria below.**

- Graduation from an accredited college or university with a bachelor’s degree.
- Ten (10) years of experience, five (5) years of which were at the managerial level, in the fields of human resource management, Business Administration, or Education Administration. Experience will need to include employment management duties such as recruitment and staffing, compensation plan administration, and employee communications and relations with progressively responsible leadership.
  - Demonstrated ability to lead, organize, manage, and work collaboratively with a focus on innovation in the midst of significant hiring challenges
  - Excellent interviewing, interpersonal, oral, and written communication skills

### **PREFERRED QUALIFICATIONS**

- Possession of an advanced degree in business, human resource management, education, or related field of study is preferred.
- Experience and knowledge of the operation of public-school systems.
- Experience utilizing Workday/Workday Recruitment or a similar Human Capital Management System.

### **SELECTION REQUIREMENTS**

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an

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evaluation for equivalency by a foreign credential evaluation service prior to starting employment (and may be requested prior to interview).

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualifications.

### **EMPLOYMENT INFORMATION**

This is a 12-month per year position in the Howard County Association of Supervisors and Administrators - Non-Certificated Supervisory (HCASA-NCS) employee bargaining unit. The current salary range for this position \$107,000-\$158,844. Salary placement will be in conjunction with salary procedures of the Howard County Public School System which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

Under the HCPSS Telework Program, this position is eligible for a hybrid work schedule. Telework schedules will be determined by the department and/or supervisor. Telework during the probationary period will be subject to approval and based on the needs of the department and the school system.

### **APPLICATION REQUIREMENTS**

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

**Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.** Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

[recruitmentinquiries@hcpss.org](mailto:recruitmentinquiries@hcpss.org)

### ***Equal Opportunity Employer***

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.